



# AFDPO Spotlight

Winter 2021 Edition

*Happy New Year 2022*

## DIRECTOR'S CORNER

Mr. Yoon Song  
Director AFDPO, HAF

Your **Safety** and **Health**:

### THE NECESSARY INGREDIENT

In these times we really have to be mindful of self care; between COVID, max teleworking, cabin fever and life's challenges what is on your mind? Personal care and mental health should be a constant consideration especially as we may struggle with the lack of socialization and connection today's COVID environment demands! Family, this past year we have experienced tremendous gains and strides we should be proud of! We have also had many challenges, so please make time to take care of you! Do you need a personal day just to relax? Maybe you want to talk to a counselor to share some concerns or issues? Have you made time to socialize when you can do so safely? With all we have done there is still so much to do and we can do it with a strong and healthy you in the trenches with us! I am thankful for what we have done but excited about what is ahead! Let's make our DAF publishing mission an even greater success going forward!

For anyone who wishes to obtain counseling and support services, the Air Force Employee Assistance Program (AF EAP) for Civilians is a helpful resource, open 24/7 at no charge:

- 1-866-580-9078

### OUR MISSION:

To provide publishing products and services for administrative publications and forms to Department of the Air Force customers worldwide.

*Did you know AFDPO is  
also known as  
SAF/AAIP*

### *I AM NEW TO THE DEPARTMENT OF THE AIR FORCE (DAF) WHAT PUBLICATIONS APPLY TO ME?*

According to DAFI33-360, "All existing USAF publications and forms are applicable to all DAF entities including the USAF and the USSF, unless specifically excluded."

"**All existing Air Force Policy Directives** were deemed DAF Policy Directives (DAFPD) in accordance with Air Force Policy Directive 90-1, Policy, Publications and DoD Issuances Management, and **applicable to** both USAF and USSF, unless one service is specifically excluded. **Failure to rename Air Force Policy Directives as DAF Policy Directives does not negate their applicability to the USSF.** DAFPDs will be renamed in e-publishing upon reissuance."

Wants more helpful tips? See page 2

### UPCOMING WORKSHOPS:

JANUARY

6th and 13th

Department of the Air Force  
Publications and Forms Training

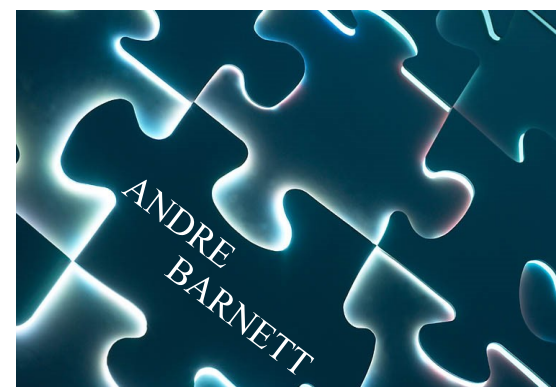
12th

Forms Training

To register for these workshops and find other workshop dates and courses please go to:

<https://cs2.eis.af.mil/sites/er/0319/SitePages/Home.aspx>

## WELCOME



**What a GREAT FIT!**

# Helpful Tips:

## PUBLICATIONS 101: The Basics

### *WHAT ARE DEPARTMENT OF THE AIR FORCE (DAF) PUBLICATIONS?*

The Department of the Air Force (DAF) publications are officially produced, published, and distributed documents issued for compliance, implementation, and/or information. Includes but not limited to Policy Directives, Instructions and Guidance Memorandums. DAF Publications provide organizational policy, guidance, instructions and procedures to give Air and Space professionals clear understanding of expectations, roles, responsibilities and authority.

### *WHO HAS TO FOLLOW DEPARTMENT OF THE AIR FORCE (DAF) PUBLICATIONS?*

Air Force (USAF) and Space Force (USSF) military and civilian professionals including contractors and foreign hires unless otherwise stated.

### *WHAT ARE THE PUBLICATION GUIDANCE DOCUMENTS FOR AIR AND SPACE PROFESSIONALS?*

DAFI 33-360: Publication and Forms Management

AFMAN 33-361: Publishing Processes and Procedures

### *WHAT ARE THE MOST COMMON PUBLICATION TYPES I WILL USE?*

Instructions (e.g. **DAFI**, **SPFI**, or **AFI**)

Manual (e.g. **DAFMAN**, **SPFMAN** or **AFMAN**)

Forms (Manages the storage, retrieval and display of data)

-Instructions provide direct procedures to DAF personnel on what you are going to do

-Manuals guide DAF personnel on how to perform standard task

### *WHERE ARE DAF PUBLICATIONS FOUND?*

On the **Air Force E-Publishing Site**: 1. Select **PUBLICATIONS** + **FORMS** 2. Search **PRODUCTS**:

<https://www.e-publishing.af.mil/>

### *WHERE CAN I FIND A LIST OF ALL THE DAF PUBLICATIONS SERIES & ACCESS THEM?*

Air Force E-Publishing Site: 1. Select **PUBLICATIONS** + **FORMS** 2. Under Publications select **AIR FORCE** 3. Then select **DEPARTMENTAL**

<https://www.e-publishing.af.mil/Product-Index/#/?>

[view=org&orgID=10141&catID=1&isForm=false&modID=449&tabID=131](https://www.e-publishing.af.mil/Product-Index/#/?view=org&orgID=10141&catID=1&isForm=false&modID=449&tabID=131)

### **OUR KEY COMPONENTS and HIGHLIGHTS:**

**AAIP (Publishing Program) DIRECTOR**

Mr. Yoon Song

**AAIPP (Publishing Products Program)**

Process, format, tag and publish Department of the Air Force publications and forms from Departmental level down to base and wing level. Deploy electronic forms and publications via AFIMPT to e-publishing website and WMS.

**AAIPL (Publishing Logistics)**

Prepares printing specifications & procures printing products as requested. Manages distribution of physical departmental administrative publications and forms worldwide.

Ms. Rhonda Jenkins Deputy Director (AAIP) and Chief (AAIPP & AAIPL)

**AAIPO (Operations)**

Provides program customer support to Department of Air Force users world wide. Inputs and tracks customer inquiries via remedy tickets/database.

Ms. Pamela Fitzgerald chief

**AAIPI (Plans and Programs)**

Manages and supports IT assets administration and program management for AFDPO sites/tools: e-publishing, AFIMPT/ WMS, Ictect tagging tool and other resources as needed. Perform technical and systems evaluations.

Ms. Janet Austin chief

**AAIPX (Policy Management)**

OPR for the Department of Air Force publication and forms policy and guidance publications. PCM for SAF/AA. Provide publications training and support as needed.

Ms. Nicole Bishop chief

**AAIPR (Publication Review)**

Manages the Department of the Air Force Publication Reduction Initiative. Publications support and reviewers.

Ms. Mary Perry Team Lead

### *HAVE SOMETHING YOU WANT FEATURED IN THE NEXT QUARTERLY NEWSLETTER?*

Email: [ta-loris.whitfield@us.af.mil](mailto:ta-loris.whitfield@us.af.mil)

